

Lotteries Fund Circular No.1

Amendment to the Lotteries Fund Manual (Paragraph 6.6.7(a))

Introduction

The purpose of this circular is to inform non-governmental organisations (NGOs) of the amendments to a paragraph of the Lotteries Fund (LF) Manual.

Amendments

2. Paragraph 6.6.7(a) of the LF Manual is revised to increase the ceiling reimbursable level of the project estimation and preliminary design works from \$5,000 to \$30,000 during an LF application while actual reimbursement amount will continue to be assessed on individual case basis. The replacement page 41 is attached. In this connection, NGOs are advised of the need to secure the right (copyright or otherwise) for the NGOs or their agents to use the designs etc. to avoid future disputes, should the APs / Consultants undertaking the preparatory work not be successful in the subsequent bidding exercise.
3. The above change takes immediate effect.

Enquiry

4. Enquiries to the content of this circular could be directed to Ms Eve LO, (Tel no. 2832 4328) or Ms Esther HO (Tel no. 2832 4340) of the LF Projects Section, Social Welfare Department.

Surveyor, payment will be retained until satisfactory completion of the final accounts.

6.6.7 The procurement of AP’s or Consultant’s services should follow the principle of competitive bidding as mentioned in sections 6.1 – 6.3 above. For works projects where the LF grants need individual applications (i.e. not covered by Chapters 3 and 4) –

Revised
10/2005

- (a) An amount not exceeding \$30,000 may be provided in the approved budget of successful applications for NGOs to reimburse an AP/Consultant for carrying out project estimation and preliminary design works for the purpose of lodging an LF application, irrespective of the result of the assessment of the need of an AP for the project [paragraph 6.6.1(c) above]. In this connection, the NGO should include in the application for the project a specified amount for this purpose together with the works carried out by the AP. These preparatory work should not go beyond the work stages of inception and feasibility studies which would not normally add up to more than 10% of the total professional fees. SWD (in consultation with Arch SD) will consider the level of this provisional sum. If it is considered that an AP should be engaged for this project, then this provisional amount will be included as part of the AP’s fees.
- (b) Upon receipt of the letter approving grants for the engagement of an AP for the entire project, the NGOs should proceed to select the appropriate AP / Consultant for the project. The AP who has prepared the information for lodging the application [paragraph 6.6.7(a) above] may be invited to participate in the bidding. The bidding documents and invitation letter as well as the returned fee proposals should be forwarded to SWD for endorsement (in consultation with ArchSD) before the issue of invitation and the award of contract respectively.
- (c) For consultancy or professional services with a value not exceeding \$500,000, a quotation exercise based on a description of services required, details of the project and price competition basis will be acceptable.